

National Aeronautics and Space Administration



**Headquarters**

Washington, DC 20546-0001

March 8, 2019

Office of Communications

Ben Welsh  
Muckrock News  
DEPT MR 68448  
411A Highland Ave.  
Somerville, MA 02144-2516

REF: 19-HQ-F-00343

Dear Mr. Welsh:

This is in response to your Freedom of Information Act (FOIA) request dated and received at the National Aeronautics and Space Administration (NASA) Headquarters FOIA Office on March 4, 2019. Your request was assigned FOIA Case Number 19-HQ-F-00343 and was for:

A copy of any and all style guides that govern how NASA creates and formats information graphics and data visualizations.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

NASA processes all FOIA requests in a multi-track processing system, based upon the date of receipt and the amount of work and time involved in processing the request. In accordance with 14 CFR § 1206.400, your request has been placed in the complex queue and it will generally take 20 working days or more to process.

You may contact NASA's Principal FOIA Officer/Chief FOIA Public Liaison, Nikki Gramian, via telephone at 202-358-0625 or via e-mail at [Nikki.N.Gramian@NASA.gov](mailto:Nikki.N.Gramian@NASA.gov) to obtain further assistance or seek dispute resolution services for any aspect of your request. You may also send correspondence to Ms. Gramian at the following address:

National Aeronautics and Space Administration (NASA)  
Freedom of Information Act Office  
NASA Headquarters  
Attn: Nikki Gramian

Principal Agency FOIA Officer  
300 E Street, S.W., 5P32  
Washington D.C. 20546  
(Fax) 202- 358-4332

Additionally, you may contact the Office of Government Information Services (OGIS) at the national Archives and Records Administration to inquire about the FOIA dispute resolution services it offers. The contact information for OGIS is:

Office of Government Information Services  
National Archives and Records Administration  
8601 Adelphi Road-OGIS  
College Park, Maryland 20740-6001  
Email: [ogis@nara.gov](mailto:ogis@nara.gov)  
[Telephone: \(202\) 741-5770](tel:(202)741-5770)  
[Toll free: 1-877-684-6448](tel:1-877-684-6448)  
[Fax: \(202\) 741-5769](tel:(202)741-5769)

**Important:** Please note that contacting any agency official including the undersigned or NASA's Principal FOIA Officer and/or OGIS referenced above is not an alternative to filing an administrative appeal and does not stop the 90 day appeal clock.

Due to the Government Shutdown and the amount of FOIA Requests received during that timeframe the HQ FOIA Office is currently experiencing a FOIA backlog. Your request should come up in the queue within the couple of weeks.

We appreciate your patience and will make every effort to process your request in a timely manner. If you have any other questions, please feel free to contact me at [hq-foia@nasa.gov](mailto:hq-foia@nasa.gov) or 202-358-2462.

Sincerely,



Josephine Sibley  
Headquarters  
FOIA Public Liaison Officer